**St. Mary’s CE Primary School, Davyhulme**

Staff ICT Acceptable Use Policy

All users must take responsibility for their own use of new technologies, making sure that they use technology safely, responsibly and legally.

All users must be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technologies.

Class teachers are to be responsible for the privacy and e-safety of the children in their class.

Teacher ipads are to be strictly limited to school business only. If used off site, they must be used only by that member of staff.

All staff ipads to be password protected.

All staff should refrain from using personal devices to record the children. Photographs, videos taken within school should remain on the server or cloud.

Personal electronic devices (including Smart Watches) should not be used in public areas of school where children are present, between the hours of 8:30am and 3:30pm.

Images of staff and pupils will only be taken, stored and used for professional purposes in line with school policy and with written consent from parents/carers. No names should accompany photographs of children on the website. Images will only be shared outside of school with the permission or the parent/carer, member or staff or Headteacher.

User should not upload hardware or software without the permission of the ICT coordinator.

No applications or services accessed by users may be used to bring the School, or its members, into disrepute.

All users have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others.

All users have a duty to report failings in technical safeguards which may become apparent when using the systems and services.

NO users are to communicate with students past or present on social networking sites (with the exception of the class blogs). As a school we do not use social networking sites other than Twitter to communicate with parents, students or staff.

All users to ensure that their own personal social network sites are secure.

All users have a duty to protect their passwords and personal network logins, and should log off the network when leaving workstations unattended. Staff to be vigilant when access the server remotely from unknown devices, that automatic uploads are switched off.

Staff to use their traffordlearning.org email regarding all school business.

All users should understand that network activity and online communications are monitored, including any personal and private communications made via the School network.

All users should be aware that in certain circumstances where unacceptable use is suspected, enhanced monitoring and procedures may come into action, including the power to check and/or confiscate personal technologies such as mobile phones.

All users should understand the AUP is regularly reviewed and consistently enforced.

**Staff Agreement**

Please read the Computing Acceptable Use Policy carefully.

If any member of staff violates these provisions, access to a laptop, the school network and the Internet will be denied and the teacher may be subject to disciplinary action.

I have read and understand the above and agree to use the School computer facilities at St. Mary’s CE Primary within these guidelines.

Staff Name: …………………………………………..

Staff Signature: ……………………………………….

Date: ………………………………………………….